

## Employment Information



The Exeter Police Department is a member of the Great Bay Community College Police Testing Alliance. At least four times each year, the Alliance offers testing to establish an eligibility list from which the member agencies draw applicants. The standardized testing is comprised of a general intelligence segment with a psychological component. Each Alliance member's hiring process is unique to that organization. Candidates must be 21 years old by date of appointment. Candidates must have a high school diploma or GED, but a bachelor's degree from an accredited college or university is preferred.

Exeter Police have implemented the following processes to determine the most suitable and qualified candidate who will be extended an offer of employment:

1. When a vacancy exists, employment ads are placed on websites. The ads attempt to notify certified, currently employed police officers of the vacancy. Additionally, invitations to submit a resume and a completed application packet are sent to those qualified by the Police Testing Alliance test results. For more information about the Police Testing Alliance visit the link below.
2. Only those candidates scoring 80% or better on the written test will receive further consideration by the Exeter Police Department. However, certified police officers in the State of New Hampshire or any state whose police officer certification will be accepted by the New Hampshire Police Standards and Training Council are eligible for a written test waiver.
3. Those that successfully complete the written exam will be invited to participate in an oral board. The "oral board" is an interview panel comprised generally of police officers. A validated questionnaire with numerical scoring is used to rate the values, general knowledge, life-skills, and abilities of each candidate.
4. The Exeter Police Department uses the New Hampshire Police Standards and Training Council Physical Fitness Assessment criteria to measure candidate physical fitness eligibility. Candidates must pass all phases of the assessment at 35% or greater for their age group and gender in order to receive further consideration. IT IS IMPORTANT TO NOTE that candidates hired after January 1, 2001 must successfully complete the physical fitness assessment once every three years after appointment in order to maintain their certification as Police Officers in the State of New Hampshire.
5. After the first three phases have been completed, top candidates must accept a Conditional Offer of Employment before progressing further in the Police Officer Selection process.
6. A comprehensive background investigation conducted by a trained and qualified Exeter investigator will be ongoing. This phase of the selection process includes, but is not limited to, verifying U.S. citizenship, education credentials, financial history, professional/employment history, personal and professional reference checks, criminal and motor vehicle history, and etc.

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7. A medical exam will be conducted by a licensed physician approved by the Exeter Police to determine continued eligibility. This component is required for entrance into the NH Police Academy. IT IS IMPORTANT TO NOTE that candidates hired after January 1, 2001 must successfully complete the medical assessment once every three years after appointment in order to maintain their certification as Police Officers in the State of New Hampshire.

8. A qualified psychologist will administer a series of written exercises and conduct a personal interview(s) of each candidate. A comprehensive report identifies mental health status, personality traits and other psychological factors that serve to measure probable future performance.

9. A polygraph examination (lie detector test) administered by a certified examiner will measure the candidates' veracity throughout the selection process. Questions will be asked about information reported in the candidates' resume, application, oral interview(s), health questionnaire, background packet, criminal and motor vehicle history, and etceteras. The results place the candidate in one of three possible categories--low risk, medium risk or high risk.

10. The final stage of the hiring process is a one-on-one interview with the Chief of Police.

11. At the conclusion of this arduous process, a letter from the Chief of Police offering employment is conveyed to the candidate. The letter includes starting salary and articulates the requirements to complete a one-year probationary period. Many candidates are already certified as police officers in New Hampshire; others may hold certifications from other states that will require an abbreviated attendance at the academy to complete the NH Law Pack. Other probationary officers may need to attend the complete 14-week basic training course at the New Hampshire Police Standards & Training Council facility in Concord, NH. Regardless, for eight to twelve weeks, after certification, each probationary employee must complete the established Exeter Police Department Field Training Course.

Without doubt, the hiring process is rigorous and very demanding. However, it ensures that only the most qualified and capable persons are selected to serve the community as Police Officers. Once selected, it is up to the agency to provide the necessary job related training and skill sets to support the Exeter Police Department Mission.

### Supporting Documents



[Employment Application](#)

### Web Links

[Great Bay Community Testing Alliance](#)[New Hampshire Police Standards and Training Council](#)

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